

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Dean of Students and Education Advocate **DEPARTMENT:** High School Education
Echo Glen

REPORTS TO: Building Principal

POSITION SUMMARY: Under the direction of the Principal, assist with the development and management of a culture of learning, supervision of students' well-being, transition previously incarcerated students in Echo Glen Children's Center back to community schools, vocational training, college, GED programs or jobs. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Provide for school safety: physical, emotional and intellectual in order for effective teaching and learning to take place.
- Assist in developing education plans for transitioning students suspended or expelled from school for the purpose of finding an appropriate school.
- Meet with students and families, counselors, school officials and others for the purpose of facilitating school enrollment and coordinate job placement.
- Monitor progress and attendance of transition students for the purpose of assisting students in developing and achieving educational goals.
- Participate in a variety of meetings and travels both locally and statewide (e.g. conferences, meetings, trainings) for the purpose of gathering and conveying information regarding transition students.
- Serve as a liaison between the students and a variety of educational opportunities; manage a variety of records (participant files, portfolios) and report for the purpose of providing required information and documentation as required for Federal US Department of Education reporting.
- Assist with the supervision of students within school, including disciplinary procedures, records, and actions.
- Assist in developing and implementing professional development programs for building staff.
- Demonstrate a commitment to closing the achievement gap.
- Maintain positive relationships with diverse school community.
- Continue professional growth of method and technique improvements.
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor's degree from an accredited college or university. Master's degree preferred.

EXPERIENCE: Three (3) years of successful teaching experience in public schools and effective work with school age students. Preference given to high school instructional experience or high school administrative experience. Preference given to experience with instruction in alternative education. Prior experience coaching and training adult learners.

CERTIFICATES & LICENSES: Valid Washington State teaching and/or administrative certificate. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

CONTINUING EDUC. / TRAINING: Maintaining current knowledge of curricular requirements, evaluation frameworks, and state and federal mandates.

REQUIRED TESTING: None Specified

FLSA STATUS: Exempt

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BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date